

## **Chapter 3 - Standard Reports**

Issue Date: *January 31, 1997*

# ADPICS

## *Guide to Standard Reports*

### *Standard Reports*

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PCHR0020-1

Report Number: PCHR0020

Report Name: Vendor Bid Statistics Summary Report

Purpose: To provide a listing of all bids submitted to a vendor, along with the vendor's bid response and award information. This report will be of value only if all vendors' responses are recorded in ADPICS. If only the successful vendors' responses are recorded, this report will not give accurate bid statistics.

Column Data: Mail code, bid ID, bid title, due date, response, award, dollar rank.

Sorted By: Vendor ID, mail code, bid ID

Totals By: Number of bids sent, number of responses, number of awards, response percentage.

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REPORT : PCHR0020  
RUN DATE: 11/16/96  
RUN TIME: 1:06 PM

\*\*\*\*\*STATE OF MICHIGAN\*\*\*\*\*  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
VENDOR BID STATISTICS SUMMARY REPORT  
AS OF 11/16/1996

AGENCY : 472  
PAGE : 1

VENDOR ID	MAIL CD	BID ID	BID TITLE	DUE DATE	RESPONSE	AWARD	\$ RANK
000		472I7200003	OFFICE SUPPLIES	11/01/1996	Y	N	002
		472I7200004	PRODUCE	11/01/1996	N	N	
001		472I7200006	CANNED GOODS	11/01/1996	Y	Y	999
		472I7200009	COMPUTER EQUIPMENT	11/01/1996	Y	Y	002
NUMBER OF BIDS SENT :			4				
NUMBER OF RESPONSES :			3				
NUMBER OF AWARDS :			2				
RESPONSE PERCENTAGE :			75.00				

Issue Date: *October 13, 1995*

# ADPICS

PCHR0210-1

Revised: *November 25, 1996*    *Guide to Standard Reports*  
*Standard Reports*

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Report Number: PCHR0210

Report Name: Open Requisition Report

Purpose: To provide a listing of all posted requisitions with line items that have not been obligated on a purchase order or BPO Call. (Note: Each time a change in Agency or Department occurs, a new page will be printed.)

Column Data: Agency, Requisition ID, Status, Department Number, Department Name, Number of Lines, Document Total, Date Created, Buyer

Sorted By: Agency, Department, Status, Requisition ID

Totals By: There are no totals for this report.

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REPORT : PCHR0210  
DATE : 08/04/95

\*\*\*\*\* STATE OF MICHIGAN \*\*\*\*\*  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
OPEN REQUISITION REPORT  
AS OF 08/04/95

AGENCY: 472  
PAGE : 1

AGENCY	DEPT NO.	DEPARTMENT NAME	STATUS	DOC ID.	NO. LINES	DOCUMENT TOTAL	DATE CREATED	BUYER
472	47212260	ADPICS TESTING	APPR	ADPR5000007	001	10.00	03/10/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000010	001	1.50	03/13/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000013	001	10.50	03/13/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000014	001	15.20	03/13/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000030	001	25.00	03/14/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000031	001	5,025.00	03/14/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000032	001	5,025.00	03/14/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000033	001	34,500.00	03/14/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000034	001	5,000.00	03/15/1995	
472	47212260	ADPICS TESTING	APPR	ADPR5000041	001	100.00	03/20/1995	

Issue Date: *October 13, 1995*

# ADPICS

PCHR0212-1

Revised: *November 25, 1996*    *Guide to Standard Reports*  
*Standard Reports*

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Report Number: PCHR0212

Report Name:    Open Purchase Order Report

Purpose:            To provide a listing of all purchase orders that have not been vouchered as of a specified date. All purchase order line items must be identified on a voucher for ADPICS to close the purchase order. This report is very similar to the Open Document Register, however, it contains purchase order information. (Note: Each time a change in Agency or Department occurs, a new page will be printed.)

Column Data:    Purchase Order ID, REQ/RFQ ID, Status, Department Number, Document Total Dollar Amount, Remaining Balance, Date Created, Delivery Date, Expiration Date

Sorted By:        Agency, Department, Status, Document ID

Totals By:        There are no totals for this report.

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REPORT : PCHR0212	***** STATE OF MICHIGAN *****	AGENCY: 472
DATE : 08/04/95	ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM	PAGE : 1
	OPEN PURCHASE ORDER REPORT	
	AS OF 08/04/95	

  

AGENCY	DEPT NO.	DOC ID.	REQ/RFQ DOC ID.	STATUS	DOCUMENT TOTAL	REMAINING BALANCE	DATE CREATE	DELIVERY DATE	EXPIRATION DATE
472	47212260	ADPD5000014	ADPD5000014	APPR	3.00	3.00	03/13/1995	04/01/1995	
472	47212260	ADPD5000016	ADPD5000016	APPR	0.00	0.00	03/14/1995	04/01/1995	
472	47212260	ADPD5000049	ADPD5000049	APPR	1,000.10	0.00	05/09/1995	06/01/1995	
472	47212260	ADPD5000050	ADPD5000050	APPR	1,000.00	0.00	05/09/1995	06/01/1995	
472	47212260	ADPD5000053	ADPD5000053	APPR	3,000.00	0.00	05/12/1995	06/01/1995	
472	47212260	ADPD5000054	ADPD5000054	APPR	3,000.00	0.00	05/12/1995	06/01/1995	
472	47212260	ADPD5000055	ADPD5000055	APPR	3,000.00	0.00	05/12/1995	06/01/1995	
472	47212260	ADPD5000056	ADPD5000056	APPR	3,000.00	0.00	05/12/1995	06/01/1995	
472	47212260	ADPD5000057	ADPD5000057	APPR	3,000.00	0.00	05/12/1995	06/01/1995	
472	47212260	ADPD5000058	ADPD5000058	APPR	3,000.00	0.00	05/12/1995	06/01/1995	

Issue Date: *October 13, 1995*

# ADPICS

PCHR0325-1

Revised: *November 25, 1996*    *Guide to Standard Reports*  
*Standard Reports*

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Report Number: PCHR0325

Report Name: Aged Open Payables

Purpose: This report provides a list of all vouchers that have not been paid.

Column Data: Vendor ID, Mail Code, Vendor Name, Status, Voucher ID, Create Date, and Voucher Amount. (Note: Each time a change in Agency or Department occurs, a new page will be printed.)

Sorted By: Agency, Aging Period, Department, Status, Voucher ID, Vendor ID, Vendor Mail Code

Totals By: Agency Period and Agency

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REPORT : PCHR0325  
DATE : 08/04/95

\*\*\*\*\* STATE OF MICHIGAN \*\*\*\*\*  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
AGED OPEN PAYABLES  
AS OF 08/04/95

AGENCY: 472  
PAGE : 1

30 TO 59 DAYS :

AGENCY	DEPT	STATUS	VOUCHER ID	VENDOR ID	MAIL CODE	NAME	CREATE DATE	VOUCHER	AMOUNT
472	47212260	NOPT	ADPV5000022	2000000000	001	PAIONK ADAM C O	06/06/1995		222.90
AGING PERIOD TOTAL :							222.90		

60 TO 89 DAYS :

AGENCY	DEPT	STATUS	VOUCHER ID	VENDOR ID	MAIL CODE	NAME	CREATE DATE	VOUCHER	AMOUNT
472	47212260	NOPT	ADPV5000021	2000000000	001	PAIONK ADAM C O	05/17/1995		223.00
AGING PERIOD TOTAL :							223.00		

90 DAYS OR MORE :

AGENCY	DEPT	STATUS	VOUCHER ID	VENDOR ID	MAIL CODE	NAME	CREATE DATE	VOUCHER	AMOUNT
472	47212260	NOPT	ADPV5000001	2000000000	001	PAIONK ADAM C O	03/10/1995		46.00
	47212260	NOPT	ADPV5000002	2860276013	001	DESERT HILLS	03/10/1995		3.00
	47212260	NOPT	ADPV5000005	2000000000	001	PAIONK ADAM C O	03/22/1995		80.00
	47212260	NOPT	ADPV5000008	2000000000	001	PAIONK ADAM C O	03/22/1995		25.00
	47212260	NOPT	ADPV5000012	2000000000	001	PAIONK ADAM C O	04/07/1995		2.00
	47212260	NOPT	ADPV5000014	2000000000	001	PAIONK ADAM C O	04/07/1995		50.00
	47212260	NOPT	ADPV5000019	2TR2131923	001	A & B AUTO SALE	04/11/1995		120.00
	47212260	NOPT	ADPV5000020	2000000000	001	PAIONK ADAM C O	05/02/1995		24.00
AGING PERIOD TOTAL :							350.00		
AGENCY TOTAL :							795.90		

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# ADPICS

PCHR0506-1

Revised: *November 25, 1996*    *Guide to Standard Reports*  
*Standard Reports*

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Report Number: PCHR0506

Report Name: Unpaid Receivers Report

Purpose: To provide a list of all receivers that have not been posted or have been partially vouchered.

Column Data: Agency, Department, Department Name, Receiving ID, Purchase Order, Vendor ID, Mail Code, Vendor Name, Document Status, Date Received, and Accounting Distribution

Sorted By: Agency, Department, Vendor ID, Mail Code

Totals By: Account Line Amount, Remaining Value, and Amount Received

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REPORT : PCHR0506		***** STATE OF MICHIGAN *****					AGENCY: 472		
RUN DATE:10/01/95		ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM					PAGE : 1		
RUN TIME: 4:07		UNPAID RECEIVERS REPORT							
		AS OF 10/01/94							
AGENCY	DEPT	DEPT NAME	RECEIVING ID	PURCHASE ORDER ID	VENDOR ID	MAIL CODE	VENDOR NAME	STATUS	DATE REC.
		ACCOUNTING DISTRIBUTION				ACCOUNT LINE AMT	REMAINING VALUE		AMOUNT REC
472	47211111	DEPT SERVICE	472R5111111	472P51111111	20000000000	000	ABRASIVE TILE CO.	NOPT	10/20/1995
01	4729500012	6500				5.00	5.00		5.00
472	47211111	DEPT SERVICE	472R5111112	472P51111112	20000000000	000	ABRASIVE TILE CO.	PVCH	10/20/1995
01	4729500012	6500				5.34	10.00		10.00
02	4729500022	3800				4.66	10.00		10.00

Issue Date: November 25, 1996

# ADPICS

## Guide to Standard Reports

### Standard Reports

PCHR0620-1

Report Number: PCHR0620

Report Name: ADPICS Security Report

Purpose: To provide a listing of User IDs and their security information, by agency.

Column Data: Agency, Operator ID, Name, Area Code, Phone Number and Extension, User (Approval) Level, User Department, User Class, Department Authorizations 1-10, Change Buyers (CB?), Change Vendors (CV?), Requisition Print ID (REQP), Purchase Order Print ID, (POCP) Invitation to Bid Print ID (ITBP), Change Order Print ID (CHGP), Receiver Print ID (RECP), Blanket Purchase Order Print ID (BPOP), Vendor Authorization (VA), Vendor Override Authorization (VO), Funds Override Authorization (FO), and Blanket Purchase Order Override Authorization (BO)

Sorted By: Agency, User Name

Totals By: There are no totals for this report.

REPORT : PCHR0620  
RUN DATE: 07/30/96  
RUN TIME: 5:02 PM

\*\*\*\*\*STATE OF MICHIGAN\*\*\*\*\*  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
ADPICS SECURITY REPORT  
AS OF 07/30/1996

AGENCY : 472  
PAGE : 1

OPERATOR				USER															
AGY	ID	NAME		AC	PHONE	EXT	LEVEL	DEPT	UC	DEPT 1	DEPT 2	DEPT 3	DEPT 4						
DEPT 5	DEPT 6	DEPT 7	DEPT 8	DEPT 9	DEPT 10	CB?	CV?	REQP	POCP	ITBP	CHGP	RECP	BPOP	VA	VO	FO	BO		
Z00	#Z0RSG	GUPTA RAMA S		906	5551234		100	JAE		*****									
						Y	Y							Y	Y	Y	Y		
	#Z0SAJ	JONES SUSAN A		906	5556543			ZJE		*****									
						Y	Y	AA02	AA02	AA02	AA02	AA02	AA02	Y	Y	Y	Y		
	#Z0KSP	PARK KIM S		906	5559876			ZJE		*****									
						Y	Y	AA02	AA02	AA02	AA02	AA02	AA02	Y	Y	Y	Y		
	#Z0MRS	SANCHEZ MARIE R		906	5554567			ZJE		*****									
						Y	Y	AA02	AA02	AA02	AA02	AA02	AA02	Y	Y	Y	Y		
	#Z0JCS	SMITH JOHN C		906	5552463			ZJE		*****									
						Y	Y	AA02	AA02	AA02	AA02	AA02	AA02	Y	Y	Y	Y		
	#Z0AGW	WEAVER ABRAHAM G		906	5551357			ZJE		*****									
						Y	Y	AA02	AA02	AA02	AA02	AA02	AA02	Y	Y	Y	Y		

Issue Date: March 28, 1998

# ADPICS

## Guide to Standard Reports

### Standard Reports

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PCHR0980-1

Report Number: PCHL0980

Report Name: Travel Frequency Report

Purpose: To provide a listing of travel by department, employee, and travel departure date

Column Data: Depart Date, Return Date, Travel Voucher ID, Purpose Code, From Location, To Location, Rate Code, Line Date, Amount

Sorted By: Department, Employee, Depart Date

Totals By: Employee, Department

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Report : PCHR0980  
Run Date: XX/XX/XX  
Run Time: X:XX PM

STATE OF MICHIGAN  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
TRAVEL FREQUENCY REPORT  
AS OF XX/XX/XX

Agency : XXX  
Page : 1

DEPART DATE	RETURN DATE	TRAVEL VOUCHER ID	PURPOSE CODE	FROM LOCATION	TO LOCATION	RATE CODE	LINE DATE	AMOUNT
XX/XX/XX	XX/XX/XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXX	XX/XX/XX	<u>XX,XXX.XX</u>
EMPLOYEE TOTAL								<u>XX,XXX.XX</u>

  

DEPART DATE	RETURN DATE	TRAVEL VOUCHER ID	PURPOSE CODE	FROM LOCATION	TO LOCATION	RATE CODE	LINE DATE	AMOUNT
XX/XX/XX	XX/XX/XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXX	XX/XX/XX	<u>XX,XXX.XX</u>
EMPLOYEE TOTAL								<u>XX,XXX.XX</u>
DEPARTMENT TOTAL								<u>XX,XXX.XX</u>



Issue Date: March 28, 1998

# ADPICS

## Guide to Standard Reports

### Standard Reports

PCHR0990-1

Report Number: PCHR0990

Report Name: Travel Proximity Report

Purpose: To provide a listing of travel by department, proximity, and employee name.

Column Data: Employee Name, Voucher ID/Line No, Purpose, From Location, To Location, Depart Date, Return Date, Voucher Amount

Sorted By: Department, Proximity Code, Employee Name, Departure Date

Totals By: Proximity Code, Department

Report : PCHR0990  
Run Date: XX/XX/XX  
Run Date: X:XX PM

\*\*\*\*\* STATE OF MICHIGAN \*\*\*\*\*  
Advanced Purchasing and Inventory Control System  
Travel Proximity Report  
As of XX/XX/XX

Agency : XXX  
Page : 1

Department: XXXXXXXX XXXXXXXXXXXXXXXXXXXX  
Proximity Code: XX XXXXXXXXXXXXXXXXXXXX

Employee Name	Voucher ID/Line No	Purpose	From Location	To Location	Depart Date	Return Date	Voucher Amount
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	XX,XXX.XX
Proximity Total							XX,XXX.XX

Department: XXXXXXXX XXXXXXXXXXXXXXXXXXXX  
Proximity Code: XX XXXXXXXXXXXXXXXXXXXX

Employee Name	Voucher ID/Line No	Purpose	From Location	To Location	Depart Date	Return Date	Voucher Amount
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	XX,XXX.XX
Proximity Total							XX,XXX.XX

Department: XXXXXXXX XXXXXXXXXXXXXXXXXXXX  
Proximity Code: XX XXXXXXXXXXXXXXXXXXXX

Employee Name	Voucher ID/Line No	Purpose	From Location	To Location	Depart Date	Return Date	Voucher Amount
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XX/XX/XX	XX/XX/XX	XX,XXX.XX
Proximity Total							XX,XXX.XX
Department Total							XX,XXX.XX

Issue Date: April 29, 1998

# ADPICS

## Guide to Standard Reports

### Standard Reports

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PCHR0995-1

Report Number: PCHR0995

Report Name: Vendor/Mail Code Batch Update Control Report

Purpose: To provide a list of all Vendor Table Adds and Vendor Mail Code Adds/Updates processed by PCHB0995 (including successful adds/updates, and rejects) in the previous batch run.

Column Data: Vendor/Mail Code, Vendor Name, Status, Reject Reason

Sorted By: Agency, Status ('R'ejected/'S'uccessful), Vendor/Mail Code

Totals By: Number of records processed, number of records rejected, number of records accepted

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REPORT : PCHR0995  
RUN DATE: 10/01/1997  
RUN TIME: 11:30 AM

STATE OF MICHIGAN  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
VENDOR/MAIL CODE BATCH UPDATE CONTROL REPORT

AGENCY: 511  
PAGE : 1

VENDOR/MAIL CODE	VENDOR NAME	STATUS	REJECT REASON
3987654321 / 001	SUSAN S. SMITH	R	E631 - MAIL CODE OUT OF RANGE, CHECK VF ENTRY IN 5750
3123451234 / 006	MARIE L. SANCHEZ	S	
3345678912 / 006	JAMES J. JONES	S	
3567891234 / 006	ROBERT A. GOLDBURG	S	
3678956789 / 006	PATRICK MCNEAL	S	

  

NUMBER OF RECORDS PROCESSED:	5
NUMBER OF RECORDS ACCEPTED :	4
NUMBER OF RECORDS REJECTED :	1

Issue Date: April 29, 1998

# ADPICS

## Guide to Standard Reports

### Standard Reports

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PCHR0996-1

Report Number: PCHR0996

Report Name: Vendor W9 Update Report

Purpose: To provide a list of all non-confidential Vendor Table W9 adds (indicator set to 'Y') processed by PCHB0996 in the previous batch run.

Column Data: Vendor, Vendor Name

Sorted By: Vendor ID

Totals By: Number of records extracted

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REPORT : PCHR0996  
RUN DATE : 10/16/1997  
RUN TIME : 11:30:47

STATE OF MICHIGAN  
ADVANCED PURCHASING AND INVENTORY CONTROL SYSTEM  
VENDOR W9 UPDATE REPORT

PAGE : 1

VENDOR	VENDOR NAME
2123454321	WEST SHORE WHOLESALE
2345678999	HENDERSON'S HONDAS AND HUMVEES
2567898821	GLIDDON GLASS GLAZERS
2678912780	SPEEDY AND SONS SALVAGE

NUMBER OF RECORDS EXTRACTED: 4